

**SUBDIVISION FINAL PLAT CHECKLIST  
FOR SANITARY SEWER AND WATER**

**PROJECT NAME** \_\_\_\_\_ **JOB NO.** \_\_\_\_\_

Submitted By: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_

Received By: Water Dept. \_\_\_\_\_ Date: \_\_\_\_\_

1st Submittal Review By: \_\_\_\_\_ Date: \_\_\_\_\_  
Technician

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

2nd Submittal Review By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Final Approval Sent to Engineering Dept. Date: \_\_\_\_\_

**Please return this list and redlined copy of plans when revised plans are submitted. (An "X" next to items indicates needed additions or corrections)**

**I. INTERDEPARTMENTAL FUNCTION**

- \_\_\_\_\_ 1. Complete a Water & Sewer Capital Improvements Data Sheet
- 2. Copy of (1) mylar, (1) blue-line plat and digital format on either AutoCAD or MicroStation forwarded to Water Works for inclusion on the GIS System

**II. RECORD DRAWINGS/ASBUILTS**

- \_\_\_\_\_ 1. Received approved Record Drawings: Horizontal location and elevations (inverts, in and out and tops elevation) for and sanitary sewer manholes as well as the horizontal location of all water and sewer services shall be on mylar of the development plan and carry the seal of the licensed surveyor or professional engineer to certify by statement that all measurements are correct and field verified. Measurements shall be from both the left and right property pins for both water and sewer taps. Development plan must reflect same lot lines as depicted on the final plat.
- \_\_\_\_\_ 2. All distances and data and legible
- \_\_\_\_\_ 3. Water and sewer referenced by "W" and "S" respectively

(II con't.)

- \_\_\_\_\_ 4. Horizontal location of all water valves referenced to at minimum of two (2) permanent structures. No property pins accepted
- \_\_\_\_\_ 5. Contractors certification of all materials noted on the record drawings as constructed (ie., PVC, DI..)
- \_\_\_\_\_ 6. Show Note identifying any lots that may be on septic tank

### **III. GENERAL**

- \_\_\_\_\_ 1. Received Letter of TCB Disinfection Certification from Water Office Date:\_\_\_\_\_
- \_\_\_\_\_ 2. All sanitary sewer lapped and mandrel pulled through both on/offsite PVC sewer lines and accepted Date:\_\_\_\_\_
- \_\_\_\_\_ 3. Provide location map of S/D streets showing the C/L of all streets to 1:1000 scale on a line drawing including 2 known non-S/D intersections appearing on the County road map: or, provide a 3 1/2" or 5 1/4" floppy in dwg. format showing the C/L of S/D streets based on state plane coordinates
- \_\_\_\_\_ 4. Plat drawn on mylar no larger than 17"x23"
- \_\_\_\_\_ 5. Show all off-site sanitary sewer/water easements
- \_\_\_\_\_ 6. Show north arrow, date, acreage, total number and size of lots
- \_\_\_\_\_ 7. Show graphic scale not larger than 1"=100'
- \_\_\_\_\_ 8. Show location of all utilities located outside of R/W
- \_\_\_\_\_ 9. Show names and location of adjacent subdivisions and streets
- \_\_\_\_\_ 10. Show name and address of owner of record and subdivider
- \_\_\_\_\_ 11. Show name, stamp and signature of surveyor/preparer
- \_\_\_\_\_ 12. Identify all property lines by heavy outline
- \_\_\_\_\_ 13. Identify adjacent property owners
- \_\_\_\_\_ 14. Show layout of streets including: street names, rights-of-way, DOT assigned County road numbers, and pavement widths
- \_\_\_\_\_ 15. Show layout of lot lines including: dimensions, bearings, setback lines, lots labeled in numeric order and blocks labeled in alphabetic order and the area of each lot
- \_\_\_\_\_ 16. Show all dimensions to the nearest hundredth of a foot (1/100') and all bearings and angles to the nearest second of angle

(III, con't)

- \_\_\_\_\_ 17. Show bearings and distances of all sanitary and storm water drainage easements outside County right-of-way.
- \_\_\_\_\_ 18. Show Engineer's/Surveyor's Certification Statement
- \_\_\_\_\_ 19. Show Owner's Dedication of Improvements Certification to include legitimate ownership of: streets, water, sanitary sewer systems to be dedicated
- \_\_\_\_\_ 20. Show Acceptance by Board of Commissioners Certification
- \_\_\_\_\_ 21. Show Final Approval by Zoning Commission Certification
- \_\_\_\_\_ 22. Show NOTE: A 5' easement is reserved on all side property lines and a 10' easement is reserved on all rear property lines unless otherwise noted
- \_\_\_\_\_ 23. Show NOTE: Finished floor elevation of all structures must be five feet above sanitary sewer lateral invert at right of way/property line
- \_\_\_\_\_ 24. Show NOTE: A 20' easement is reserved over all utility lines, pipes or swales as shown or asbuilt
- \_\_\_\_\_ 25. Show 100 year Flood Elevation line and minimum Finished Floor Elevation on lots bordering water and/or creeks
- \_\_\_\_\_ 26. Received costs from bid schedule for water and sewer installation on project **on company letterhead.**  
(for county auditing purposes only)
- \_\_\_\_\_ 27. Where County Facilities are located within an existing utility, Owner to secure Encroachment Agreement and forward to Water Dept.

#### **IV. FINAL PLAT COMMENTS**

**Engineer's  
Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plans Have Been Disapproved No. 1 \_\_\_\_\_  
date

No. 2 \_\_\_\_\_  
date